



DEPARTMENT OF THE ARMY

SHAPE BATTALION
UNITED STATES ARMY, NATO
APO AE 09705

REPLY TO
ATTENTION OF

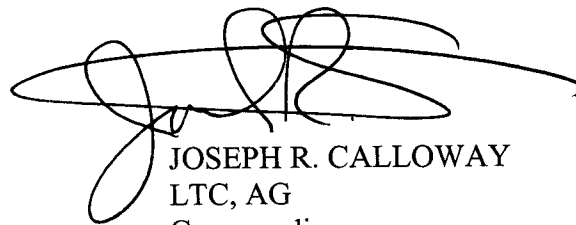
ACSB-CO

17 January 2006

MEMORANDUM FOR SHAPE Battalion Personnel, United States Army North Atlantic Treaty Organization Brigade, SHAPE, Belgium APO AE 09705

SUBJECT: Commander's Policy Letter # 4 (Revised) - Leaves and Passes

1. Reference. AR 600-8-10, 31 July 2003, Leaves and Passes.
2. All Soldiers and Department of the Army (DA) Civilians are encouraged to use their authorized leave in a manner that avoids lost leave or advanced leave, while maintaining unit readiness. Accordingly, company commanders/first sergeants will use the Unit Commander's Finance Report (UCFR) as a tool to ensure Soldiers/civilians are managing their annual leave in a manner that will preclude loss of accrued annual leave at the end of each fiscal year.
3. Each request for leave will be considered in relation to mission requirements, other planned leave requests, the requestor's status with regard to completion of required training (i.e., Army Physical Fitness Test, weapons qualification, and/or Common Task Training), and any other pertinent circumstances.
4. All assigned personnel will be signed in and out on leave in accordance with (IAW) policies established by their respective company chain of command. We must ensure that our Soldiers are accounted for, remain safe, and exercise good judgment as they depart on, and return from, leave. In this regard, I am especially concerned about the accountability and well-being of our junior enlisted Soldiers (SPC and below). Accordingly, commanders/first sergeants will ensure that every SPC and below is physically accounted for on the day their approved period of leave and/or special pass ends.
5. Finally, passes are a tool to be used in rewarding outstanding work performance, superior contributions to the unit/mission, and individual achievement. Passes will not be granted in conjunction with an approved leave.



JOSEPH R. CALLOWAY
LTC, AG
Commanding